

# ***Job Hazard Analysis***

*Job Location: Contracts Department*

*Date of Analysis: 08/06/2012*

*Analysis: Stanton Wills*

## ***Job: Paper cutting***

***Task Description:*** Worker using a paper cutter to cut name plates.

***Hazard Description:*** Constant contact with pinch points.

***Hazard Controls:*** Use proper machine guards. Operator should observe caution signage and keep fingers safe distance away from pinch points.

## ***Job: Lifting objects***

***Task Description:*** Worker lifting heavy paper boxes.

***Hazard Description:*** Back injury (sprains, twist)

***Hazard Control:*** Ask for help if load is heavy. Do not try to lift or otherwise move materials beyond ability; reduce weight by taking reams out of box.

## ***Job: Paper shredding***

***Task Description:*** Worker shredding privacy sensitive data.

***Hazard Description:*** Hand and finger injury.

***Hazard Control:*** Use proper machine guards. Keep jewelry, long hair, neckties, lanyards, etc. away from the paper shredder feed opening. Always disconnect the power source before removing and emptying the waste container or when cleaning the shredder.

***Job: Proper Sitting***

***Task Description:*** *Sitting in office chair incorrectly.*

***Hazard Description:*** *Neck, spine and back injury.*

***Hazard Control:*** *Maintain proper work station setup and alignment with adequate illumination. Take frequent breaks from the computer. Practice stretching exercise and relaxing techniques.*